



## Subject: Important Information about your RENT

**Starting July 1, 2021**, your household income will be determined once per year based on the tax information you file with Canada Revenue Agency (CRA). We will use this information to calculate your rent-geared-to-income (RGI) subsidy.

### Current Process

Rent is calculated annually and sometimes quarterly

Changes in employment must be reported

Recalculations happen whenever there is a change to household income throughout the year



### Process starting July 1, 2021

Rent is calculated annually (once per year)

Changes in employment do not have to be reported

You can request **one** recalculation each year (**only** if your household income decreases by *at least 20%*)

### **YOU MUST CONTINUE TO REPORT THE CHANGES BELOW WITHIN 30 DAYS.**

If someone in your household:

- Moves in or out, or if there is a new child
- Starts or stops going to school full-time
- Starts or stops receiving OW or ODSP benefits
- Has a change in their non-benefit income on their OW or ODSP benefits
- Has their income taxes reassessed

**In order to keep your RGI subsidy, you must provide a copy of your Notice of Assessment or Proof of Income Statement from CRA. This applies to all tenants, regardless of income.**

**All tenants are encouraged to register for a My CRA Account with Revenue Canada.**

Every person in your household who is 18 years of age or older **MUST** file their income tax every year and provide their Notice of Assessment or Proof of Income Statement from CRA.

*\*People in your household who are 16 and 17 years of age do not have to file taxes if they are in school full-time. They must provide proof of full-time school attendance.*

### Help with Income Tax

If you have not done your taxes, there is help! Call the Social Planning and Research Council at 365-366-1767 for more information.

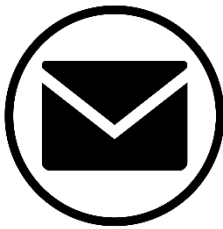
## It's Annual Renewal Time!

The Annual Renewal Package is mailed to all households once every year. You must complete and hand in your Annual Renewal paperwork by the date indicated.

**We will no longer be retroactively adjusting your rent for late submission of paperwork. If you become ineligible for subsidy and your unit is charged the market rent amount you will be responsible for any arrears accumulated.**

If you have completed your paperwork, you will receive your rent letter during the month before your renewal date - even if you submit paperwork early.

Submit your Annual Renewal Paperwork:



### **BY MAIL**

CityHousing Hamilton  
55 Hess St S  
PO BOX 2500  
Hamilton, ON  
L8N 4E5



### **IN PERSON**

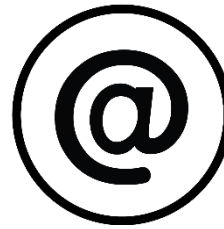
181 Main St W  
Hamilton, ON  
L8P 4S1

### **Main reception, 3<sup>rd</sup> Floor**

(during open hours) –  
access from exterior  
elevator

### **Drop box, Ground Floor**

(24/7) – slot located to the  
right of exterior elevator  
door



### **BY EMAIL**

Email your Tenant  
Administration  
Representative

**If your building offers on-site hours/drop box this is also a convenient method of submitting paperwork.**



If you do not know who your Tenant Administration Representative is or if you have questions, contact CHH Reception:

905-523-8496 ext. 7303

[CHHReception@hamilton.ca](mailto:CHHReception@hamilton.ca)